

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN
Minutes of May 12, 2014**

- I. ROLL CALL.** Chair John Quinn III, Selectmen Brad Denny, Lynn Doney, Matthew Gadbois, and Kenneth W. Goslant (7:05 p.m.). Also present were Town Manager Robert Lewis, Acting Clerk Kenneth McCann, Lawton Rutter (Ambulance Supervisor), Ramon E. Hudson (Road Foreman), Arlington Supplee (Board of Listers), Adam Lane (Lost Nation ATV Club), Bob Cruickshank (Lost Nation ATV Club), and Kathleen Lott (*Northfield News*).

Chair Quinn called the meeting to order at 7:02 p.m.

- II. PLEDGE OF ALLEGIANCE.** The Board members and the public were asked to rise and recite the Pledge of Allegiance.

- III. SET/ADJUST AGENDA.** Manager Lewis would like the Board members' permission to add an action item to the agenda: "Approval of Recommended Annual Audit Accounting Firm." Motion by Selectman Denny, seconded by Selectman Gadbois, to add this action item to the agenda. **Motion passed 4-0-0.**

- IV. PUBLIC PARTICIPATION:** None.

- V. DEPARTMENT HEAD REPORTS**

- a. Ambulance Supervisor Lawton Rutter.** Mr. Rutter noted that this was his first presentation to the Board as Ambulance Supervisor. He had served as the interim supervisor from last October until he was hired as the full-time supervisor this past March.

Selectman Goslant arrived at this time. He had been attending the Recreation Committee meeting being held at the Municipal Building.

Mr. Rutter had provided the Town Selectmen with a written report that included a breakdown of the fifty-two (52) Northfield Ambulance Service (NAS) run reports from April 2014. There were five (5) paramedic intercepts that month and Mr. Rutter said he is making every effort to reduce this amount through better departmental training, etc. He then described the Emergency Medical Technician (EMT) training session recently held in Northfield for both Northfield EMTs and for EMTs from neighboring departments. Mr. Rutter now is applying to hold an EMT certification training session at Norwich University this fall that would begin in September 2014 and conclude in January 2015.

Mr. Rutter then announced that he would be flying next week to Linn, Missouri, in order to pick up the new ambulance unit that he (and another NAS member) will drive to Clifton Park, New York. It will receive its final inspection there before being driven to Northfield. The company selling the ambulance unit to Northfield (Cromwell Emergency Services) will be paying for all of Mr. Rutter's travel expenses. He believes that this will be a good opportunity for him to tour the factory where this new unit was built. The 2003 ambulance unit that will be replaced will be sold to the highest bidder through the sealed bid process.

The Northfield Ambulance Service (NAS) and Northfield Fire Department (NFD) have applied for and been awarded a community grant that will be used to purchase twelve (12) pagers, twelve (12) portable radios, and two (2) mobile repeaters. The new equipment will be split evenly between the two departments.

Mr. Rutter stated that he has been receiving some assistance from local GIS Specialist Tyler Hermanson for his new role as Northfield E-911 Coordinator. Mr. Rutter has discovered some E-911 addresses will need to be updated, including the Vermont Route 12A apartments, the Honeysuckle Terrace addresses, and some corrections on Winch Hill Road. In addition, the flood-damaged structures that were demolished on Water Street will have to be removed from the updated E-911 map.

Mr. Rutter stated that based upon conversations with Road Foreman Ramon Hudson, NAS (along with the Highway Department) will be changing its supplier of tanked gasses to Haun Welding Supply, Inc. This company charges considerably less for the gas tanks and for delivery.

Mr. Rutter also is working with Manager Lewis to adjust NAS rates in order to recoup some of the aforementioned Paramedic Intercept expenses. Selectman Denny wanted to caution people who might believe that, with costlier patient transport rates, NAS might become a revenue generator for the municipality. At best, NAS might break even on its expenses and revenues. Mr. Rutter agreed that NAS is not meant to be a profit-making business even though he felt that it should be run in a business-like manner. Chair Quinn thanked Mr. Rutter for his presentation.

- b. Road Foreman Ramon E. Hudson.** Mr. Hudson had prepared a written summary of Highway Department activities for April 2014, which he now summarized. The Highway Department spent about \$22,000 on gravel to deal with this year's Mud Season. Even though stone was hauled to backroads all over town, this cost was less than the \$35,000 that had been budgeted.

Mr. Hudson reported that due to bad washouts on Monti Road this spring, new culverts will be installed there this summer. Selectman Goslant noted that the Town receives many complaints each year regarding this road. Mr. Hudson added that altogether there were about thirty (30) frozen culverts this past winter as compared to perhaps a couple during a normal winter.

Mr. Hudson stated that since his last monthly report, the Town purchased three (3) more loads of winter sand. In addition, some frozen sand was reclaimed from the municipal pit. There also was some clean up of the pit (i.e., some metal was removed, etc.) during this reclamation.

The spring road grading has begun and will continue as long as weather permits. Mr. Hudson reported that the grader did experience a breakdown today when its heater hose blew. He believes that this was due to some oil getting mixed into the coolant and replacement parts were ordered. If that is the problem, the grader should be back in operation tomorrow after the new parts are installed.

Mr. Hudson soon will be scoring roads for the RSMS Program, which will help prioritize which roads require extra attention this summer. In addition, the new laptop computer purchased for the mechanic is being used to input the maintenance performed on the municipal fleet. Another computer is being set up in the upstairs break room that will be used to track the Highway employee work logs.

The old mini-hammer that had been sitting around in the Town Garage has been sold for \$2500. CR Woods had let the private buyer know that the Town had one available for sale.

The new 2014 Western Star Tandem Dump Truck now is being refitted at HP Fairfield and should be here and ready for service soon after July 1, 2014. Also, the new McLean MV-2 has been ordered and should be here about the same time.

Mr. Hudson stated that the pine trees on Cardinal Lane were cut down and the stumps ground down today. There was an attempt to notify residents of this beforehand but one resident didn't get the notification in time. Chair Quinn stated that the residents should be happy with this change as more natural light now will fall on the street.

Mr. Hudson is applying for a Better Backroads Grant to address the erosion at the intersection of Stony Brook Road and Smith Hill (near Thompson Hill). If the grant is approved, Mr. Hudson felt that the twenty percent (20%) local match amount could be fulfilled through in-kind labor. He felt that the project should take about three (3) to four (4) days to complete and require the services of two (2) employees (and their vehicles).

Mr. Hudson stated that the projected summer roadwork included road grading, road ditching, street sweeping, roadside mowing, and culvert replacement. He plans to generate a detailed work schedule in the near future (along with the RSMS plan).

Mr. Hudson stated that the municipality will be changing to a new fire extinguisher maintenance company in order to save some money. The Vermont Fire Extinguisher Company will be here next month to perform the annual inspection of all the fire extinguishers on municipal property.

Selectman Gadbois noted that one of the stop signs at the Four Corners intersection seemed to be missing. Mr. Hudson will check on this tomorrow. If the sign really is gone, he will order a replacement. If it is merely on the ground, it will be reinstalled. Chair Quinn then thanked Mr. Hudson for his presentation.

VI. APPROVAL OF MINUTES

- a. **April 28, 2014 (Joint Board Meeting).** Motion by Selectman Gadbois, seconded by Selectman Goslant, to approve the minutes. **Motion passed 5-0-0.**

VII. APPROVAL OF BILLS

- a. **Warrant #22-14.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to approve Warrant #22-14 in the amount of \$121,090.03. **Motion passed 5-0-0.**
- b. **Warrant #22-14A.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to approve Warrant #22-14A in the amount of \$1212.96. Manager Lewis stated that Finance Director Laurie Baroffio had put a lot of time working with the new employee uniform supplier to ensure that Northfield was being charged the amount that had been agreed upon in the bid process. This warrant covers the Town's share of this expense since the contract went into effect. **Motion passed 5-0-0.**

- c. **Approval of Bi-Weekly Payroll through April 27, 2014.** Motion by Selectman Gadbois, seconded by Selectman Denny, to approve the bi-weekly payroll in the amount of \$52,031.25. Selectman Gadbois saw an expense for a part-time employee for the Highway Department and asked who this was. Mr. Hudson explained that the person was hired to input data for the RSMS Program and has completed the work. Selectman Gadbois asked if the part-time officer expense for the Northfield Police Department (NPD) had increased. Manager Lewis looked into this and found that less was being spent on this account now compared to this time last year. He added that even though NPD overtime expenses had been eliminated due to the new work schedule, there would always be a need for part-time police officers. **Motion passed 5-0-0.**

VIII. SELECT BOARD

- a. **Renewal of Personal Service Contract (Charlene Lathrop).** Board of Listers Chair Arlington Supplee had provided the Board members with a memorandum that explained the services that Ms. Lathrop provided on a daily basis to the Board of Listers, such as data entry, generating reports for the State, etc. Motion by Selectman Gadbois, seconded by Selectman Denny, to renew Ms. Lathrop's contract. Chair Quinn asked if Ms. Lathrop would be paid the same rate as last year. Mr. Supplee confirmed that she would and that her salary is contained in the Listers' FY 2014-2015 budget. **Motion passed 5-0-0.**
- b. **Approval of Temporary All-Terrain Vehicle Regulation Resolution.** Manager Lewis reported that the Lost Nation ATV Club has asked that the temporary resolution that was approved last year be renewed for the 2014 season (May 15, 2014, through October 31, 2014). Lost Nation ATV Club has been working on a permanent ATV ordinance but the document is not yet ready. Motion by Selectman Gadbois, seconded by Selectman Goslant, to approve and sign the temporary resolution. Adam Lane is the ATV Club's Vice President and he asked what he could do to expedite getting a permanent ordinance approved. Manager Lewis suggested that the two of them should meet and work together to draft the proper ordinance wording. Mr. Lane is agreeable. He added that the ATV Club only needs property access permission from one or two more persons in order to extend its current trail system towards South Village. Fellow ATV Club member Bob Cruickshank added that this trail expansion has been a joint effort with the Northfield Snowmobilers Club. Chair Quinn asked if there are plans to expand the trail system any further. Mr. Lane confirmed that the long-term plan is to link the current Northfield/Roxbury trail system with Braintree's. **Motion passed 5-0-0.**
- c. **Approval of Annual Highway Financial Plan.** Manager Lewis stated that it was an annual requirement for the Town Select Board to approve, sign, and return this form to the Vermont Agency of Transportation (AOT) so that Northfield can receive AOT funds in the coming new fiscal year. This form is a summary of the total highway budget approved on Town Meeting Day. Motion by Selectman Denny, seconded by Selectman Goslant, to approve and sign the Annual Highway Financial Plan form. **Motion passed 5-0-0.**
- d. **Approval of Police Department Collective Bargaining Agreement.** Motion by Selectman Denny, seconded by Selectman Goslant, to approve and sign the contract between the Town of Northfield and the New England Police Benevolent Association (Local 406). Manager Lewis stated that he had been working with the NPD's union negotiator since December 2013 on this contract. The NPD decided last year that it no longer wanted to be represented by the union (IBEW) that covered the rest of the municipality's union employees. The current agreement has seen many revisions and the current wording has been approved by Finance Director Baroffio. This agreement includes issues specific to police officers but is substantially the same as the old IBEW agreement. Chair Quinn noted that this is a three (3) year agreement. **Motion passed 5-0-0.**
- e. **Approval of "No Parking" Ban during Labor Day Parade.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to approve Northfield Observances' request for a parking ban from the Crescent to Kenyon's Hardware Store on the morning of this year's Labor Day Parade (09/01/14). **Motion passed 5-0-0.**
- f. **Appointment of Grand Juror.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to appoint Chris Bradley as Grand Juror. This appointment would last until Town Meeting Day 2015, at which time Mr. Bradley may choose to seek election to a full term. Chair Quinn noted that Mr. Bradley has held this position before. **Motion passed 5-0-0.**
- g. **Public Hearing & Joint Board Meeting: Tuesday, May 27, 2014, 7:00 p.m.** Prior to the Joint Board Meeting, a Public Hearing will be held at 7:00 p.m. regarding an alleged nuisance dog on King Street.

- h. Approval of Recommended Annual Audit Accounting Firm.** Chair Quinn noted that Finance Director Baroffio sent bid proposal forms to eleven (11) accounting firms (as well as advertising in the newspaper) in order to obtain bid proposals to conduct the audit of the FY 2013/2014 Northfield Town and Village financial statements. Two (2) proposals were received and it is Ms. Baroffio's recommendation that the Town and Village award the bid to Sullivan & Powers, which is located in Montpelier, for their bid amount of \$36,800. Although the other bidder's proposal was about \$5000 less, this other firm is based in Maine and their references did not impress Ms. Baroffio as much as those provided by Sullivan & Powers. Motion by Selectman Gadbois, seconded by Selectman Goslant, to hire Sullivan & Powers to conduct the FY 2013/2014 Town Audit for an amount not to exceed \$36,800. It was noted that the accounting firm that had conducted the municipal annual audits for the past few years was excluded from bidding this time as it was felt that it was beneficial to get a different perspective from another firm. **Motion passed 5-0-0.**

i. Status Reports: Various Projects

- 1. Recreation Committee Projects.** Selectman Goslant attended the beginning of tonight's Recreation Committee meeting and he reported that the Recreation Committee was focusing upon the class project submitted by Norwich University Professor Adam Sevi's students that proposed better utilization of the available space at both Memorial Park and the Northfield Falls Park. This would be part of a number of short- and long-term goals to improve Northfield's recreational opportunities, including dedicated bike paths, expanded year-round restroom facilities at the parks, etc. Chair Quinn would like representatives from the Recreation Committee to address the Select Board before they advance too far with their planning. Selectman Goslant suggested that there could be a presentation at the Select Board's first June meeting (06/09/14). Selectman Denny hopes that the Recreation Committee members will be able to generate a plan in writing that could be distributed before this meeting.
- 2. Manager Search Committee.** Chair Quinn, who is a member of the search committee, reported that the search process is entering its last stages. Three (3) finalists have been identified and will be coming to Northfield for interviews this week. The hope is that the committee will have a recommendation ready for action at the May 27, 2014 Joint Board Meeting.

IX. MANAGER'S REPORT. Manager Lewis had submitted a written report and now asked if the Board members had any questions. He also provided some updated information.

- a. Emergency Management Coordinator.** As indicated in his report, Manager Lewis stated that the position of "Emergency Management Director" has been renamed as the "Emergency Management Coordinator" as this is considered to be a more accurate description of its function. In addition, the local emergency plan will be updated in the near future.
- b. Auction Sale of Western Avenue Property.** Manager Lewis reported that the Town bid on this property for \$2300. Paperwork now needs to be filed with the court so that the timeline can start for the date on which the previous owner will be required to vacate the property.
- c. Police Department Vacancy.** Manager Lewis has received formal notification that full-time officer Ryan Koch will be leaving the NPD at the end of June. He is relocating to be with his wife in Virginia. Manager Lewis believes that there are some certified and experienced officers who might be interested in applying for this position.

X. PUBLIC PARTICIPATION: Non-agenda items. There was none.

XI. ADJOURNMENT. Motion by Selectman Gadbois, seconded by Selectman Goslant, to adjourn. **Motion passed 5-0-0.**

The Board adjourned at 8:52 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

An audio recording of this meeting is available in the Town Manager's Office.

These minutes were approved at the Joint Board Meeting of May 27, 2014.